

<b><u>Events</u></b>	<b><u>Responsibilities</u></b>					
	<b>CTO's</b>	<b>Contract Coordinator</b>	<b>HP</b>	<b>Department Purchasing Agents</b>	<b>SPD</b>	<b>ITD Administration</b>
<b><i>Plan Procurement</i></b>	Assign PM Prepare PC Replacement Plan Develop Installation SOW Develop Delivery Instructions	Organize meeting with CTOs & HP to coordinate department PC purchase / installation schedules	Assign Installation PMs Agree on departmental Purchase / Installation Schedules Sign-off on department Installation SOW Define PO content Coordinate MWBE Services		Set-up Contract Outline Agreement  Work w/ HP to define P.O. content  Communicate standards for P.O.	Provide direction on 4 <sup>th</sup> Year Warranties  Provide direction on process for handling Trade-ins  Establish standard PR Format
<b><i>Prepare Purchase Requisition (PR)</i></b>	Provide HP Product Config for PC s being replaced  Prepare / Approve PRs for Purchase / Installation			Validate departmental PRs		
<b><i>Issue Purchase Order (PO)</i></b>			QA & Accept PO  Provide residual values for trade-ins	Issue POs		
<b><i>Install Computers</i></b>	Manage Installation work		Complete Installation SOW  Provide disposal documentation for trade-ins			

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<b><i>Update Benchmarks</i></b>		Conduct Quarterly Product Life Cycle Review Sessions  Update Benchmarks	Approve Benchmark Updates		Revise Contract Outline Agreement	Revise Benchmark documents in Exhibit A-1 & A-2
<b><i>Monitor Performance</i></b>	Report accurate repair and replacement history	Id repair and replacement issues  Review issues / MWBE performance with HP during Quarterly Meeting	Correct repair and replacement issues  Report MWBE information to AAD		Track spend against contract and increase Total Contract Value, if required  Initiate contract extensions	Track performance against EAF Budget and TIP
<b><i>Prepare Budgets</i></b>	Implement effective Asset Management Program  Develop accurate PC Aging Analysis by PC category  Develop TIP Documentation	Review TIP Plans with HP	Prepare for upcoming fiscal year based on TIP			Develop TIP  Obtain Appropriation for EAF Funds